

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**

MANPOWER STANDARD 1400CB

14 MARCH 2005



Manpower Standard

**COMBAT COMMUNICATIONS SQUADRON (CBCS)
PLANS AND PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: ANG/XPME (Maj B. Cotton)
Supersedes ANGMS 3800C1, 31 March 1995

Certified by: ANG/CS (Col S. Wassermann)
Pages: 7
Distribution: F

This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the Combat Communications Squadron (CBCS) Plans and Programs whose mission encompasses managing, administering, and operating logistics plans systems and activities. This standard applies to all Air National Guard (ANG) Combat Communications Squadrons with the exception of 114CBCS, 206CBCS, 222CBCS, 224CBCS, 234CBCS, 244CBCS, 290CBCS. This standard does not apply to Combat Communications Groups. This standard does not apply to Combat Readiness Training Centers (CRTC's). This standard is applicable to peacetime operations only. The ANG is the authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the CBCS Plans and Programs function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 3000 Handy Avenue, McGhee Tyson ANG Base, TN 37777-6283.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. STANDARD DATA.

1.1. Approval Date: 14 March 2005

1.2. Man-hour Data Source: A Staffing Pattern was used to determine the manpower requirement for this function.

1.3. Man-hour Equation: $Y = 1$ (Constant Manpower).

1.4. Points of Contact.

1.4.1. Functional: Lt Col James S. Hutchinson and Maj William Stegemerten, ANG/C4CC.

1.4.2. Manpower: Major Brian Cotton, ANG/XPME/OLTN.

2. APPLICATION INSTRUCTIONS. This work center requires constant manpower of one authorization. No other application instructions apply.

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. Units work numerous schedules, from the normal 40 hours per week to alternate work schedules ranging from four 10-hour days per week to eight 9-hour days and one 8-hour day per two-week period. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*.

Abbreviations and Acronyms

AF - Air Force

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

CA/CRL - Custodian Authorization/Custody Receipt Listing

CBCS - Combat Communications Squadron

CRTC - Combat Readiness Training Center

FAC - Functional Account Code

HTSA - Host Tenant Support Agreement

ISSA - Installation Services Support Agreement

LIMFAC - Limiting Factor

MEP - Management Engineering Program

MOA - Memorandum of Agreement

MOBEX - Mobilization Exercise

MOU - Memorandum of Understanding

MRSP - Mobile Readiness Spares Package

POE - Point of Entry

POD - Process Oriented Description

TDY - Temporary Duty

UDCC - Unit Deploy Control Center

UTA - Unit Training Assembly

UTC - Unit Type Code

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Staffing Pattern. Constant manpower.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

**PROCESS ORIENTED DESCRIPTION
CBCS LOGS AND PLANS**

A2.1. Listing of Functional Processes.

TASK NO.	PROCESS
1.	PLANS MOBILITY:
1.1.	PLANS MOBILITY COMMITMENT FOR UNIT TYPE CODE (UTC) DEPLOYMENT.
1.1.1.	REVIEWS TASKING.
1.1.2.	MEETS WITH PARTICIPANTS.
1.1.3.	COORDINATES WITH INCREMENT MONITOR AND BASE SUPPLY ON MOBILE READINESS SPARES PACKAGES (MRSP) AND CUSTODIAN AUTHORIZATION/CUSTODY RECEIPT LISTING (CA/CRL) TO BE DEPLOYED.
1.1.4.	MAINTAINS MOBILITY ROSTER AND COORDINATES SPECIFIC PERSONNEL ASSIGNMENTS WITH SECTION SUPERVISORS AND UNIT COMMANDER.
1.1.5.	COORDINATES DEPLOYMENT WITH HIGHER HEADQUARTERS (NATIONAL GUARD BUREAU OR AIR COMBAT COMMAND) AND TRANSPORTING UNITS.
1.1.6.	DEVELOPS DEPLOYMENT AND REDEPLOYMENT LOAD PLANS.
1.1.7.	ISSUES PARTICIPANTS CONTINGENCY OPERATION MOBILITY PROGRAM EXECUTION SYSTEM (AUTOMATED SYSTEM) LOAD AND PACKING LIST.
1.1.8.	COORDINATES EQUIPMENT PREPARATION WITH INCREMENT MONITOR.
1.1.9.	ACCOMPANIES CARGO TO FLIGHT LINE AND DELIVERS PAPERWORK.
1.1.10.	MAINTAINS DEPLOYMENT FILE.
1.2.	PROVIDES LOGISTICS INPUT TO PLANS.
1.2.1.	COORDINATES LOGISTICS REQUIREMENT.
1.2.2.	DEVELOPS AND COORDINATES LOGISTICS TIME-PHASED SCHEDULE OF ACTIONS.

TASK NO.	PROCESS
1.2.3.	COORDINATES DEVELOPMENT OF MOBILITY/TRANSPORTATION SUPPORT.
1.3.	PARTICIPATES IN SITE ACTIVATION/DEACTIVATION TASK FORCES.
2.	PERFORMS MOBILITY EXECUTION:
2.1.	MAINTAINS REQUIRED CHART/STATUS BOARD.
2.2.	PROVIDES MOBILITY OVERSITE/ASSISTANCE TO SUPPORTED ACTIVITIES.
2.3.	PREPARES UNIT DEPLOY CONTROL CENTER (UDCC) FACILITY.
2.4.	DEVELOPS SCHEDULE OF EVENTS.
2.5.	PROCESSES REQUEST FOR DEVIATIONS AND IDENTIFIES LIMFACs.
2.6.	DETERMINES PERSONNEL AND EQUIPMENT SHORTFALLS.
2.7.	PREPARES SHORTFALL REPORT.
2.8.	DEPLOYS/REDEPLOYS TASKED PERSONNEL AND/OR EQUIPMENT.
2.9.	MANAGES THE UDCC.
3.	EXECUTES MOBILITY EXERCISE (MOBEX):
3.1	PERFORMS PREPLANNING.
3.1.1.	PREPARES INPUT TO EXERCISE AND SCENARIO.
3.1.2.	COORDINATES REQUEST FOR EXERCISE SIMULATIONS.
3.1.3.	DETERMINES EXERCISE UP CHANNEL REPORTING PROCEDURE.
3.1.4.	COORDINATES/GENERATES AN EXERCISE (MOBEX) SCHEDULE OF EVENTS.
3.1.5.	DETERMINES EXERCISE MODE OF TRANSPORTATION AND POINT OF ENTRY (POE).
3.1.6.	DETERMINES EXERCISE UTC AND WEAPONS TASKING.
3.1.7.	DEVELOPS EXERCISE AIR FLOW MESSAGE.

TASK NO.	PROCESS
3.1.8.	PREPARES AFTER-ACTION REPORT.
4.	SYSTEMS MANAGEMENT:
4.1.	MANAGES AUTOMATED SYSTEM.
4.2.	MANAGES CERTIFICATION OF HAZARDOUS MATERIALS PROGRAM.
4.3.	MONITORS READINESS STATUS OF UTC.
4.4.	MONITORS MOBILITY PERSONNEL ASSIGNMENT.
5.	MANAGES SUPPORT AGREEMENT (HOST TENANT SUPPORT AGREEMENT (HTSA), INSTALLATION SERVICES SUPPORT AGREEMENT (ISSA), MEMORANDUM OF AGREEMENT (MOA), MEMORANDUM OF UNDERSTANDING, (MOU), ETC.).
6.	LAND USAGE. Coordinates for use of property for training.
7.	UTA Preparation.
8.	INDIRECT: Work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.